

## AUTHOR GUIDELINES

1. Submit **one hard copy of the manuscript** along with one electronic copy in **MS Word format on a CD**. All images must be placed on the CD in the original format (.jpg or .tiff).
2. **Spelling, punctuation, capitalisation and abbreviation should be consistent**. UK English (not US English) should be used, except in direct quotes and source references where US English was used.
3. Keep **formatting** as simple as possible and consistent throughout:
  - Ⓢ paper size: **A4** (not *Letter*)
  - Ⓢ margins: **20 mm** on all sides
  - Ⓢ **1.5 spacing** throughout
  - Ⓢ **justified**
  - Ⓢ font: **Times** throughout (not *Times New Roman*)
  - Ⓢ **11pt** for all body text, quotes, foot-/endnotes and captions
  - Ⓢ distinct **heading levels** - level 1: bold, 12pt; level 2: bold, 11pt; level 3: bold, italics, 11pt, etc;
    - if **numbering** is used to indicate heading levels, use **Arabic figures** with full stops in-between, i.e. **3, 3.1, 3.1.1**, etc
  - Ⓢ **Latin** phrases (such as *per se*) in italics
  - Ⓢ **quotations**: - words from foreign languages: use **italics**
    - direct quotations: use **double** quotation marks (“...”)
    - emphasis on a specific word: use **single** quotation marks (‘...’)
  - Ⓢ use **hard return** (‘Enter’) only to end a paragraph or section, not to break a line
  - Ⓢ no automatic **hyphenation**
  - Ⓢ only one **space** after a punctuation mark (such as a full stop at the end of a sentence)
  - Ⓢ **ellipsis** = space, three full stops, space (eg: Act ... stipulates that), but no space between a punctuation mark and an ellipsis, eg: “... the situation in a case like this ...?”
4. Each **diagram, image, graph** and **table** should be included in the MS Word document, have a title/caption and be correctly numbered and referenced in the running text (for example, the first table in chapter 7 is *Table 7.1*, not just *Table 1*).  
In addition, all graphics must be **named** accordingly in their **original format** (.jpg or .tiff) and placed in one **separate folder**.
5. **Footnote/endnote** numbers in the running text must be in superscript Arabic figures without brackets and after punctuation marks, eg: ... as argued by Duckworth,<sup>11</sup> Lennon<sup>12</sup> and Brown.<sup>13</sup>
6. **Source references**, in brackets, in the running **text** or **foot-/endnotes** should be in the following style with no space between the year, the colon and the page number(s):
  - Potter 1980:297 – one author with date and page number
  - Coetzee 1986:234-245; 1988; 1991:99-135 – one author, multiple works, some with page references
  - Brown 1991:22; Le Roux 1990:24-60, 1991:181-201; McDonald 2003:53 – different authors and works (Le Roux, for example, with multiple works)
  - Thomas, King & Williams 1983:74-115 – multiple authors, one work, the first reference to this work in the running text
  - Thomas *et al* 1983:296 – multiple authors, one work, in further references to the above work
  - ... Thomas, King and Williams (1983:74-115) ... – **and** i.s.o. **&** when the authors’ names form part of the running text (i.e. they are not in brackets together with the year and page numbers)

7. **Hyperlinks** should indicate the complete URL of a source or the closest permanent link to it. It is the author's responsibility to verify that links are valid and active.
8. A complete **reference list/bibliography** must be provided with all relevant details. All sources must be listed alphabetically by authors' surnames, and then each author's works chronologically.

Basic principles for the **style**:

- Ⓢ no comma between the surname and initials (eg: Coetzee H)
- Ⓢ no full stop after an initial and no space between more than one initial (eg: Coetzee HJA)
- Ⓢ no "pp" or spaces in page reference, and hyphen i.s.o. en dash (eg: 245-364)
- Ⓢ no full stops after abbreviations, eg: (ed)=editor; (eds)=editors; (transl)=translator; No=number; titles; *et al*, etc
- Ⓢ **Edition** not abbreviated and with a capital "E"
- Ⓢ title of unpublished work must be in Roman (no quotation marks or italics)

**Examples** of various types of sources and the style for each source:

- Ⓢ *Manuscript not yet accepted for publication*  
Du Bois M. 2003. The evolution of men. (In press.)
- Ⓢ *Article in a journal*  
Coetzee HJ. 1977. Inflation in South Africa. *Acta Economica*, 27(3):17-36.
- Ⓢ *Sacred scripture*  
Genesis. 1988. *The Bible*. Cape Town: Bible Society of South Africa.
- Ⓢ *Electronic reference: www page*  
National Research Foundation. 2007. *Overview of grants, scholarships and the rating of researchers*. [Retrieved 13 January 2008] [www.nrf.ac.za](http://www.nrf.ac.za)
- Ⓢ *Government report*  
Republic of South Africa. Department of Education. 2003. *Funding of Public Higher Education. Schedule to the Higher Education Act (Act 101 of 1997)*. Pretoria: Department of Education. November.
- Ⓢ *Government report (abbreviated form of the department as used in references in the running text)*  
RSA DoE (Republic of South Africa. Department of Education). 1997. *Education White Paper 3: A Programme for the Transformation of Higher Education*. Pretoria: Government Publishers.
- Ⓢ *Translated work*  
Sergardi L. 1994. *The Satires*. RE Pepin (transl). New York: P. Lang.
- Ⓢ *Chapter in an edited work*  
Snyman AL. 1986. Human rights in political reform. In: DS van Rensburg, P du Toit & LJ van der Merwe (eds). *Human rights in South Africa*. 2nd Edition. Pretoria: HAUM. 1-34.
- Ⓢ *Multiple editors*  
Van Rensburg DS, Du Toit P & Van der Merwe LJ (eds). 1986. *Human rights in South Africa*. 2nd Edition. Pretoria: HAUM.
- Ⓢ *Conference paper in published proceedings*  
Vilet D. 1998. Focus on a career in the South African school. In: M Hudson (ed). *Educational expansion: Proceedings of the fourth EDU conference*. Johannesburg: University of the Witwatersrand: 145-187.
- Ⓢ *Unpublished thesis*  
White TH. 1997. *The Power of Women in the Family in Medieval France*. PhD thesis. Stellenbosch: Stellenbosch University.

Other reference/bibliography styles may be used as long as the chosen style is used consistently.